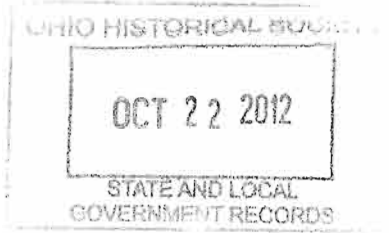




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497



Page ___ of ___

11-14-2012

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Fairfield County, Ohio

Personnel – All County Agencies

(local government entity)

(unit)

Aundrea Cordle
(signature of responsible official)

Aundrea Cordle
(name)

Human Resources Director
(title)

April 23, 2012
(date)

Section B: Records Commission

Mike Kiger

740-652-7099

Records Commission

(telephone number)

210 East Main Street

Lancaster

43130

Fairfield

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: _____

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Mike Kiger

9/10/12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Fred [unclear]

State Archivist

10/30/2012

Signature

Title

Date

Section D: Auditor of State

Martin E. [unclear]

11-9-12

Signature

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form



Section E: Records Retention Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-00001	Employment Job Openings: Postings, Recruitment Advertisements	5 Year(s) or Retain until Scanned	Paper		<input type="checkbox"/>
07-00001A	Employment Job Openings: Postings, Recruitment Advertisements	5 Year(s)	Electronic Media		<input type="checkbox"/>
07-00002	Job Applications, Resumes, Letters of Reference, Interview Notes, Conditional Offer of Employment, Controlled Substance Testing – Note Hired	5 Year(s) or Retain until Scanned	Paper		<input type="checkbox"/>
07-00002A	Job Applications, Resumes, Letters of Reference, Interview Notes, Conditional Offer of Employment, Controlled Substance Testing – Note Hired	5 Year(s)	Electronic Media		<input type="checkbox"/>
07-00003	Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets – Not Hired	5 Year(s) or Retain until Scanned	Paper		<input type="checkbox"/>
07-00003A	Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets – Not Hired	5 Year(s)	Electronic Media		<input type="checkbox"/>
07-00004	Background Investigations, Polygraph Tests – Not Hired	5 Year(s)	Paper		<input type="checkbox"/>
07-00005	Departmental Payroll Worksheets and Related Reports	4 Year(s) or Retain until Scanned	Multi		<input type="checkbox"/>
07-00005A	Departmental Payroll Worksheets and Related Reports	4 Year(s)	Electronic Media		<input type="checkbox"/>
07-00006	Occupational Health Examinations, Psychological Examinations – Not Hired	5 Year(s)	Paper		<input type="checkbox"/>
07-00007	Photographs and Fingerprints – Not Hired	5 Year(s)	Paper		<input type="checkbox"/>
07-00008	Applications, Resumes, Letters of Reference, Interview Notes, Photographs, Fingerprints, Letters of Appointment, Conditional Offer of Employment – Hired	Place in Personnel File or Retain until Scanned	Paper		<input type="checkbox"/>
07-00008A	Applications, Resumes, Letters of Reference, Interview Notes, Photographs, Fingerprints, Letters of Appointment, Conditional Offer of Employment – Hired	Place in Personnel File	Electronic Media		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
07-00009	Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets – Hired	Place in Personnel File or Retain until Scanned	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
07-00009A	Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets – Hired	Place in Personnel File	Electronic Media		<input type="checkbox"/>
07-00010	Background Investigation, Polygraph Test – Hired	Place in Personnel File or Retain until Scanned	Paper		<input type="checkbox"/>
07-00010A	Background Investigation, Polygraph Test – Hired	Place in Personnel File	Electronic Media		<input type="checkbox"/>
07-00011	Occupational Health Examination, Controlled Substance Testing, Psychological Examination - Hired	Place in Personnel File	Paper		<input type="checkbox"/>
07-00012	Job and Position Descriptions	5 Year(s) After revised or rescinded	Paper		<input type="checkbox"/>
07-00013	Rules, Regulations, Policies & Procedures related to Personnel	7 Year(s) After revised or rescinded or Retain until Scanned	Paper		<input type="checkbox"/>
07-00013A	Rules, Regulations, Policies & Procedures related to Personnel	7 Year(s) After revised or rescinded	Electronic Media		<input type="checkbox"/>
07-00014	Organization Charts and Tables	Until revised or dis-Continued or Retain until Scanned	Paper		<input type="checkbox"/>
07-00014A	Organization Charts and Tables	Until revised or dis-continued	Electronic Media		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
07-00015	Employee Training Records – Certifications\Licenses Necessary for Employment\Certificates of Attendance, Continuing Education Verification etc.	Place in Personnel File	Paper		<input type="checkbox"/>
07-00016	Departmental Employee B.W.C. Information	Place in Medical File	Paper		<input type="checkbox"/>
07-00017	Employee Accident/Injury	7 Year(s) or Retain until Scanned	Paper		<input type="checkbox"/>
07-00017A	Employee Accident/Injury	7 Year(s)	Electronic Media		

Section E: Records Retention Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
07-00018	Departmental Employee Insurance Enrollment Records	Place in Personnel File	Paper		<input type="checkbox"/>
07-00019	D.O.T. CDL Substance Abuse Program Files	7 Year(s)	Paper		<input type="checkbox"/>
07-00020	Employee Performance Evaluations	Place in Personnel File	Paper		<input type="checkbox"/>
07-00021	Letters of Appreciation and Commendations	Place in Personnel File	Paper		<input type="checkbox"/>
07-00022	Personnel Actions	Place in Personnel File	Paper		<input type="checkbox"/>
07-00023	Complaints of Employee Misconduct	Until no longer of Admin. Of Legal Value	Paper		<input type="checkbox"/>
07-00024	Employee Pre-disciplinary Hearing Case Files	Place in Personnel File	Paper		<input type="checkbox"/>
07-00025	Grievance Hearing Files	15 Year(s)	Paper		<input type="checkbox"/>



800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-00026	Arbitration and Mediation Reports	15 Year(s)	Paper		<input type="checkbox"/>
07-00027	Fact Finder Reports	15 Year(s)	Paper		<input type="checkbox"/>
07-00028	Union Contracts and Agreements	15 Year(s)	Paper		<input type="checkbox"/>
07-00029	Union Contracts and Agreements-Negotiations Work Files & Notes	15 Year(s)	Paper		<input type="checkbox"/>
07-00030	Employee Family Medical Leave Requests\Employer Response & Related Documentation	Place in Medical File	Paper		
07-00031	Employee Unemployment Compensation Case Files	10 Year(s) or Retain until Scanned	Multi		

Section E: Records Retention Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-00031A	Employee Unemployment Compensation Case Files	10 Year(s)	Electronic Media		<input type="checkbox"/>
07-00032	Employee Personnel File	30 Year(s) After Separation from County Service of 65 Years of Age & Pension Rights Exercised	Multi		<input type="checkbox"/>
07-00033	Employee Medical File	30 Year(s) After Separation from County Service of 65 Years of Age & Pension Rights Exercised	Multi		<input type="checkbox"/>



800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
07-00034	Individual Employees Medical Verifications – Fitness for Duty documents	Merge with Medical File	Paper		<input type="checkbox"/>
07-00035	Compliance Log (PERP 300)	6 Year(s)	Paper		<input type="checkbox"/>
07-00035A	Compliance Log (PERP 300)	6 Year(s) or Retain until Scanned	Electronic Media		<input type="checkbox"/>
07-00036	Psychological Exams (Promotional Process)	7 Year(s) After Date of Examination	Paper		<input type="checkbox"/>
07-00037	Employee Classification Description	5 Year(s) After Revised or Rescinded or Retain until Scanned	Paper		<input type="checkbox"/>
07-00037A	Employee Classification Description	5 Year(s) After Revised or Rescinded	Electronic Media		

Section E: Records Retention Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
07-00039	Affirmative Action Logs (Applicant, New Hires, Promotion, Demotion, Transfers)	7 Year(s) Incorporate into Annual Affirmative Action Report	Paper		<input type="checkbox"/>
07-00040	Employee Training Programs & Manuals	3 Year(s) After Revised or Rescinded	Paper		<input type="checkbox"/>
07-00041	EEOC File-Federal EEOC Compliance File Reports & Documentation & Affirmative Action Plan	4 Year(s)	Multi		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
07-00042	Employee Position, Job Bid Requests and Hiring Summaries	5 Year(s)	Paper		<input type="checkbox"/>
07-00043	Employee Uniform, Clothing & Equipment Records	4 Year(s) After Revised or Superseded, Provided Audited	Paper		<input type="checkbox"/>
07-00044	American with Disabilities Act (ADA) Documentation and Reports	Place in Personnel File	Paper		<input type="checkbox"/>
07-00045	Employee Time Cards\Sheets\Books\Records	4 Year(s) Provided Audited or Retain until Scanned	Multi		<input type="checkbox"/>
07-00045A	Employee Time Cards\Sheets\Books\Records	4 Year(s) Provided Audited	Electronic Media		<input type="checkbox"/>
07-00046	Employee Leave Requests – Vacation, Compensatory, Sick Leave, Holiday, etc.	4 Year(s) Provided Audited or Retain until Scanned	Multi		<input type="checkbox"/>
07-00046A	Employee Leave Requests – Vacation, Compensatory, Sick Leave, Holiday, etc	4 Year(s) Provided Audited	Electronic Media		<input type="checkbox"/>
07-00047	Employee Overtime Authorization	4 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00048	Overtime Reports – Bi-Weekly, Monthly, Quarterly, Semi-Annual, Annual	4 Year(s) Provided Audited	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
07-00049	Risk Management Reports\Data	3 Year(s) or Retain until	Multi		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
		Scanned			
07-00049A	Risk Management Reports\Data	3 Year(s)	Electronic Media		<input type="checkbox"/>
07-00050	Employee Leave Balances	Continually updated until employee separates. Balances verified bi- weekly & maintained until final determination of pension benefit.	Multi		<input type="checkbox"/>
07-00051	Retirement System Payments – Records & Waivers	75 Year(s)	Paper		<input type="checkbox"/>
07-00052	Application for PERS Refund or Waiver	75 Year(s)	Paper		<input type="checkbox"/>
07-00053	Employee Earning Records	Continually updated until employee separates. Balances verified bi- weekly & maintained until final determination of pension benefits.	Multi		<input type="checkbox"/>
07-00054	Employee Withholding Requests	4 Year(s) After revised or rescinded	Paper		<input type="checkbox"/>
07-00055	W-2 Forms	7 Year(s) Provided Audited	Paper		

Section E: Records Retention Schedule

(local government entity)

(unit)

*Audited means: the years
 encompassed by the records
 have been audited by the
 Auditor of State and the
 audit report has been
 released pursuant to
 Sec. 117.26 O.R.C.*



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-00057	Garnishment Orders	4 Year(s) After employment terminates or order is rescinded	Paper		<input type="checkbox"/>
07-00058	Notification of Pay Step Increases	Place in Personnel File	Paper		<input type="checkbox"/>
07-00059	I-9 Forms (Immigration Reform and Control Act) (All new hires since 11-6-96)	3 Year(s) from date of hire OR one year after termination, whichever is later.	Paper		<input type="checkbox"/>
07-00060	Payroll Journal/Record – Annual Cumulative	50 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00061	Payroll Journal/Record – Weekly, Bi-Weekly, Monthly Payroll Journal	4 Year(s) provided audited and cumulative employee payroll data retained in Personnel File	Paper		<input type="checkbox"/>
07-00062	COBRA – Initial Notice (the Consolidated Omnibus Budget Reconciliation Act of 1986)	7 Year(s) After date of issuance	Paper		<input type="checkbox"/>
07-00063	COBRA – Termination of Coverage Notice (The Consolidated Omnibus Budget Reconciliation Act of 1986)	7 Year(s) After date of issuance	Paper		<input type="checkbox"/>
07-00064	Employee Development Files (Maintained for the administration of Performance Evaluation Process and the day-to-day management of employees.)	Until no longer of Admin or Legal Value	Paper		<input type="checkbox"/>
07-00065	Drug Testing	Until no longer of Admin or Legal Value	Paper		<input type="checkbox"/>
07-00066	Employee Benefit Packages – summary Plan Design & Employee Benefit Guide	7 Year(s) After date of issuance	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule

(local government entity)

(unit)

*Audited means: the years
 encompassed by the records
 have been audited by the
 Auditor of State and the
 audit report has been
 released pursuant to
 Sec. 117.26 O.R.C.*



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-00067	Buy-Out Folder	Until employee leaves county employment and all pension rights determined	Paper		<input type="checkbox"/>
07-00068	Human Resources New Hire – Miscellaneous Forms	Until revised or rescinded	Paper		<input type="checkbox"/>
07-00069	Employees Health Insurance, Flexible Spending Election Forms	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00070	County Human Resources BWC Case Files	10 Year(s)	Multi		<input type="checkbox"/>
07-00070A	County Human Resources BWC Case Files	10 Year(s)	Electronic Media		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.